

**TOWN OF SHEFFIELD
SELECT BOARD
JANUARY 3, 2022
VIRTUAL MEETING
7:00 PM**

Board Members Present: Rene C. Wood, Chairman
Martin C. Mitsoff
Robert Kilmer, Jr.

Others Present: Rhonda LaBombard, Town Administrator
Jill Hughes, Assistant to Town Administrator
Members of the public

Chairman Wood opened the meeting at 7:00 PM and wished everyone a Happy New Year.

APPROVAL OF MEETING MINUTES:

This item was passed over.

**DISCUSSION/POSSIBLE ACTION REGARDING SENIOR CENTER
EMERGENCY PROCEDURES:**

Administrator LaBombard discussed the draft Senior Center Medical Emergency Procedure and stated that the Council on Aging approved the draft at their meeting. The Board discussed changes to the document. Selectman Mitsoff moved to approve the Senior Center Medical Emergency Procedure as amended, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye
Selectman Mitsoff – Aye
Selectman Kilmer – Aye

DISCUSSION/POSSIBLE ACTION REGARDING CLOSING TOWN BUILDINGS:

Chairman Wood stated that Town Hall is closed to the public until further notice due to COVID concerns and for the protection of staff and residents. She stated that new procedures are in place and that residents will be required to wear masks at the Senior Center, unless they are participating in an exercise class. Pat Levine, Board of Health Chair stated that there are 40 positive cases in Sheffield and encouraged residents to get vaccinated, wear masks and social distance. She discussed the pop-up testing clinics at the Library.

DISCUSSION/POSSIBLE ACTION REGARDING MEETINGS IN JANUARY:

Chairman Wood stated that Boards and Commissions can hold meetings in person or via Zoom. There are no hybrid meetings. The Board will further discuss the matter at their January 18th meeting.

UPDATE ON SPECIAL TOWN MEETING DATE:

Administrator LaBombard explained that the Board originally choose January 18th as a potential date for a Special Town Meeting and has since rescinded their vote to postpone until February. She stated that the Board will further discuss the matter at their January 18th meeting.

DISCUSSION/POSSIBLE ACTION ON LETTER REGARDING MUM BETT STATUE:

Chairman Wood stated that the Board received a letter from Julie Hannum, First Congregational Church Moderator regarding easement and insurance questions with regard to placement of the Mum Bett statue. She stated that it was the Board's understanding that the Town would not be asked for any financial contributions or assume any responsibility for the statue. The Board reviewed and discussed the draft response letter to Ms. Hannum. Selectman Mitsoff moved to approve the draft letter and forward it to Julie Hannum as amended, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

REQUEST FOR PICTURES FOR ANNUAL TOWN REPORT:

Administrator LaBombard stated that the Board was looking for photos for the cover of the Annual Town Report. Any person interested in submitting a photo for consideration should submit them via email by February 15th to the Town Administrator.

DISCUSSION/POSSIBLE ACTION REGARDING BOARD OF HEALTH PERMITTING SOFTWARE AGREEMENT:

Administrator LaBombard stated that at the Board's November 1st meeting they agreed to proceed with the Board of Health software. The Board reviewed the Agreement with Full Circle Technologies. Pat Levine, Board of Health Chairman explained that the grant will cover the cost for the first year. Chairman Wood asked that a disclaimer be written on the Agreement that Berkshire Regional Planning Commission is responsible for the financing the first year. Selectman Mitsoff moved to approve the Agreement with Full Circle Technologies for Board of Health software with a disclaimer that the financing for the first year to be paid by Berkshire Regional Planning Commission and to authorize the Chairman to sign, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

ACTION REGARDING RESIGNATION – ASSISTANT TO THE EXECUTIVE DIRECTOR TO THE COUNCIL ON AGING:

Administrator LaBombard stated that the Board received a letter from Elaine Ireland resigning from her position as the Assistant to the Executive Director to the Council on Aging effective January 14th. Administrator LaBombard informed the Board that Elaine has offered to help out part-time in the future if needed. Selectman Mitsoff moved to accept the resignation from Elaine Ireland as the Assistant to the Executive Director to the Council on Aging and to send a letter of thanks for her service, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

DISCUSSION/POSSIBLE ACTION REGARDING PURCHASE OF COVID TEST KITS:

Chairman Wood stated she has been in contact with Berkshire Regional Planning Commission about group purchasing COVID test kits. She will be attending a webinar on Thursday along with Pat Levine, Board of Health Chairman. Selectman Mitsoff moved to authorize Administrator LaBombard to group purchase with Berkshire Regional Planning Commission or other vendor to purchase COVID in home test kits using ARPA funds not to exceed \$25,000 along with a brief summary that they are not for resale, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye
Selectman Mitsoff – Aye
Selectman Kilmer – Aye

BOARD MEMBER ITEMS:

Selectman Kilmer wished everyone a Happy New Year.

Chairman Wood congratulated the Housing Production Plan Committee for holding their first meeting this week. She stated she is looking forward to their work.

TOWN ADMINISTRATOR ITEMS:

There were no Town Administrator items.

PUBLIC COMMENT:

Pat Levine requested that the Board of Health be consulted about the note that will go with the COVID test kits.

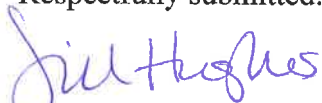
Tod Mackenzie inquired about the timeline for the Mum Bett statue. The Board directed him to speak with Julie Hannum.

Selectman Kilmer moved to adjourn the meeting, seconded by Selectman Mitsoff. The motion carried unanimously. The roll call vote carried as follows:

Chairman Wood – Aye
Selectman Mitsoff – Aye
Selectman Kilmer – Aye

Chairman Wood adjourned the meeting at 7:50 PM.

Respectfully submitted:



Jill Hughes
Assistant to Town Administrator

Documents reviewed at this meeting:

Senior Center Medical Emergency Procedure

Letter from Julie Hannum, First Congregational Church

Draft Letter to Julie Hannum, First Congregational Church

Agreement with Full Circle Technologies

Resignation Letter – Assistant to the Executive Director to the Council on Aging